

Heather E. Trojack

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EDUCATION

Bachelor of Arts, Ball State University, Muncie, Indiana; May 2009

- Major: Telecommunications, Production option; Minor: Latin
- GPA: 3.4/4.0

SOFTWARE KNOWLEDGE

- Audio editors: Pro Tools (HD and LE), Cool Edit Pro
- Photo/DVD editors: Photoshop CS3, DVD Studio Pro
- Microsoft Office series

RELATED EXPERIENCE

Production Assistant, “Teen Mom”

MTV Networks, Anderson, IN: September 2009

- Managed log of important dialogue for editors
- Assisted the Assistant Camera with supplies and equipment when necessary
- Purchased food, drink, and supplies for 6-person crew

Producer/Music Supervisor/Post-Production Supervisor, *Free Wall*

Ball State University, Muncie, IN: May 2008- March 2009

- Scheduled, budgeted, and handled paperwork on High-Definition film
- Communicated with actors, crew members, and location owners on film updates
- Recorded bands and rap artists for film soundtrack using Pro Tools HD
- Coordinated completion of film and premiere scheduling

Production Assistant, “16 and Pregnant” [working title]

MTV Networks, Anderson, IN: July 2008

- Managed log of important dialogue for editors
- Purchased food and drink for 9-person crew
- Maintained confidentiality on show details

ACTIVITIES

American Women in Radio & Television, November 2008- present

WCRD-FM, September 2005- May 2009